



# STARS

Student Tracking and Reporting System

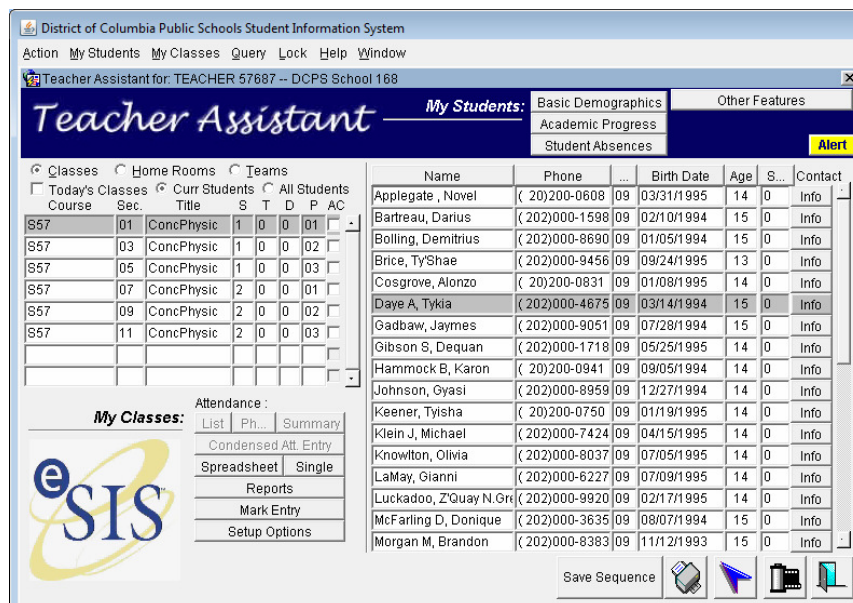
**Teacher Assistant  
Attendance Intervention  
Notes Entry  
eSIS version 11.1  
Version 1.0**

**Updated on:  
08/20/2009**

## Notes Entry for Attendance Intervention

As part of the Truancy Protocol being implemented, teachers are required to enter notes in Teacher Assistant when a student has an unexcused absence in a course, and another note is required for the third unexcused absence. This guide provides step by step instructions for the entry of those notes.

1. Once logged into Teacher Assistant, select the class by highlighting it (click on the appropriate entry), and select the student for whom you would like to enter a note by highlighting their entry (click on their name or information).





2. With the appropriate student selected, click the **Other Features** button.

3. The **Other Features** dialog box will be displayed. Click on the **Notes** button. The **Notes List** screen will be displayed.
4. On the **Notes List** screen, click **ADD** to add a new note via the **Notes Detail** screen.

[illegible]



The **Notes Detail** screen will be displayed.

5. Enter the following required information on the **Notes Detail** screen:
  - a. **Topic:** Enter: “Day 1 – Contacted Parent” or “Day 3 – Contacted Parent” as appropriate.
  - b. **Entry:** Enter the date the absence.
  - c. **Note Type:** Select **Attendance** from the drop down.
  - d. **Reported by:** Select **Teacher** from the drop down.
  - e. **Security Level:** Select **Notes/Follow-up – Personal**.
  - f. **Narrative:** Note the times of attempted phone calls to the home and details of completed calls including any information gathered regarding the student’s whereabouts in relation to this unexcused absence. You may update the note with corrected or amended information at a later date. It is not necessary to create a new note for each update or correction.
6. Click **Save** and then **Exit** when completed. You will be returned to the **Notes List** screen, and the note will now be listed without a status.



## Teacher Assistant Attendance Intervention Notes Entry

District of Columbia Public Schools Student Information System

Action Edit Record Query Common View Navigate Lock Help Window

Notes List

450 DCPS School 168 Homeroom No Homeroom Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

9036614 Daye A Tykia F 03/14/1994 09

Entry Date	Topic	Note Type	Follow Up	Completed	School	Petition	Status
09/09/2009	Day 1 - Phone Call	Attendance			450		

Detail... ADD DEL

7. Select the status of the note from the **Status** drop down on the **Notes List** screen. (When returned to the **Notes List** screen, the **Status** must be updated.) Select either:
- In Progress:** Use this status if you are still in the process of trying to contact the parent.
  - or**
  - Closed:** Use this status when contact with the parent has been made; this includes a voice mail to the parent.

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Entry Date	Topic	Note Type	Follow Up	Completed	School	Petition	Status
09/09/2009	Day 1 - Phone Call	Attendance			450		Closed

Detail... ADD DEL

8. Click **Save** and then **Exit** when completed.